

Transfer media you own to others

Last Modified on 01/15/2026 9:52 am IST

 This article is designated for all users.

About

Media owners can transfer ownership to an individual or a group.



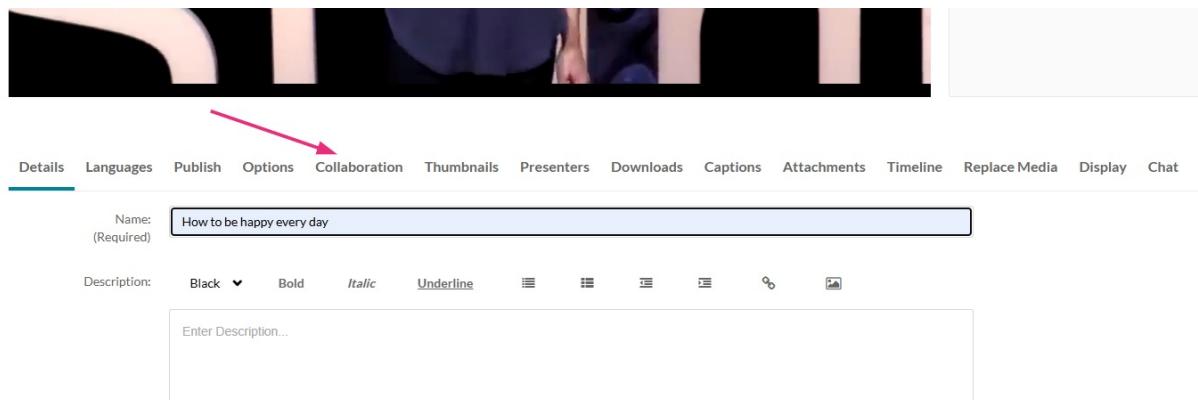
If you cannot access this functionality, ask your administrator to give you the required permission.



The instructions below are for non-Theming users. If you have **Theming** enabled, please refer to our articles [Transfer media you own to someone else](#) and [Add / remove collaborators](#).

Change ownership

1. Access the [edit media page](#).
2. Click on the **Collaboration** tab.



3. On the Collaboration page, click **Change media owner**.

Media Owner

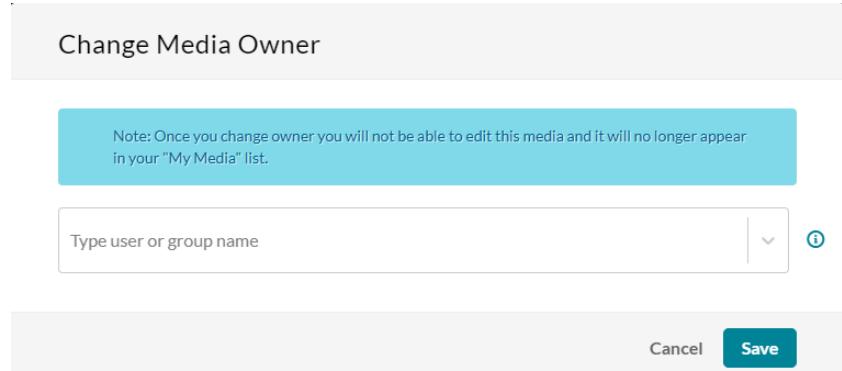
Change who can administer and is credited with media. Note that this is not necessarily the copyright owner of the content.


Media Collaborators

Select users that are allowed to edit the content metadata and related assets (such as caption files) and/or allowed to publish

[VIEW ALL PERMISSIONS](#)


The 'Change Media Owner' window opens.

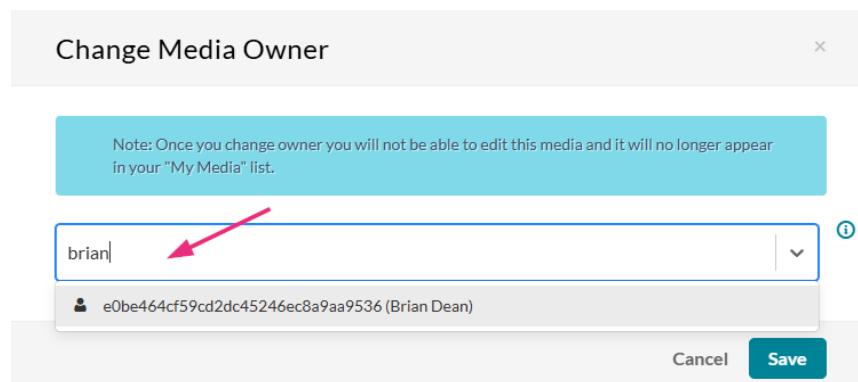


Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

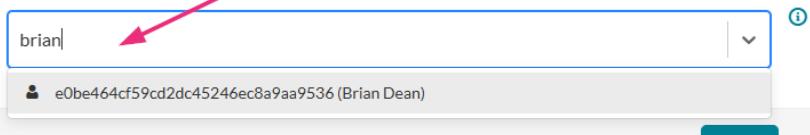

[Cancel](#)


4. Enter the user/group name for the new owner. You can add users/groups that are available on the site and then use the auto-complete function (from third letter and on), and press enter on your keyboard.



Change Media Owner

Note: Once you change owner you will not be able to edit this media and it will no longer appear in your "My Media" list.

 e0be464cf59cd2dc45246ec8a9aa9536 (Brian Dean)

[Cancel](#)


5. Click **Save**.

Once ownership is transferred, the new owner gains full access to the media, including the ability to [edit](#), [publish](#), and [delete](#) it.